



Official Minutes of the
City of Cottonwood Development Review Board Meeting
Held October 23, 2008 at 2:00 PM at the
Community Development Conference Room
821 N. Main Street Cottonwood, Arizona

Call to Order

Chairperson Backus called the meeting to order at 2:00 PM.

Roll Call

Chairperson Backus	Present	Member Knowles	Absent
Vice Chairperson Anderson	Present	Member Wasden	Present
Member Bartmus	Absent	Member Lovett*	Present
Member Cox	Present	*(P&Z Commiss. Rep)	

Staff Present:

George Gehlert, Community Development Director	Scott Mangarpan, Project Manager
Wes Ballew, Staff Planner	Shirley Scott, CAT Director
Carol Hulse, Planning Technician	

Public Present:

Grigsby, David	Knights, Ron	Varelas, Joe
Kelly, Mike	Thomas, Mike	Wagner, Jim

Consideration of Minutes of 7/24/2008.

Motion: To approve the July 24, 2008 minutes as presented.

Moved by: Diane Lovett

Second: Judd Wasden

Vote: Motion carried unanimously.

Consideration of Minutes of 9/18/2008.

Motion: To approve the September 18, 2008 minutes as presented.

Moved by: Judd Wasden

Second: Vice Chairperson Charley Anderson

Vote: Motion carried unanimously.

DRB 08-049 NAIPTA Cottonwood Transit Facility APN 406-33027K
Review plans for construction of an operations and maintenance facility located on 2.5
acres zoned I-2 (Heavy Industrial) on Contractors Road just off Mingus Avenue adjacent
to the Public Works Facility. Owner: NAIPTA. Applicant: Kinney Construction Services.

Planner Ballew presented the staff memo. He explained that the proposal is for a 3,600 square foot single-story building to serve as an operations and maintenance facility for Cottonwood Area Transit. The site is located on a non-dedicated street called Contractors Road. As part of this project, the street would be renamed to Happy Jack Road and dedicated to the city before issuance of the building permit.

Mr. Ballew identified issues with the project as follows and projected graphics to illustrate these issues.

- The Cottonwood Ranch neighborhood is located across the wash and will have direct visibility of the proposed building. Metal buildings have generally been allowed in the I-2 Zone but should extra measures be taken to screen the structure from Cottonwood Ranch.
- Care needs to be taken to ensure that lighting under the parking structure is fully shielded and that no light spillage occurs toward the Cottonwood Ranch neighborhood.
- The columns along the front of the building are very narrow. A Wider or more substantial column would look nicer.
- No details have been provided on the fencing surrounding the property. A fence with some screening qualities is preferred.

Mr. Ballew read the following five staff-recommended stipulations.

1. Development in conformance with the site/landscape plan, elevations, and colors and materials dated 06-12-08; as may be further modified by the Design Review Board.
2. That all Code Review Comments from the meeting of September 16th, 2008 be addressed.
3. That screening be developed for the facility, particularly to screen the neighborhood to the north.
4. All exterior lighting to conform to Section 408 of the Zoning Ordinance with regard to shielding, lumen count, and fixture type. Mercury vapor fixtures are not permitted.
5. Any other stipulations that the board deems necessary.

The following people represented the applicant and participated in a presentation - Mike Thomas of Kinney Construction Services (KCS); David Grigsby and Joe Varelas of GLHN Architects and Engineers, Inc.; and Mike Kelly of NAIPTA (Northern Arizona Intergovernmental Public Transportation Authority).

The presentation covered the following points and information.

- Illustration of the appearance of the size of the building from 500 feet away.
- Lighting would meet the Dark Sky ordinance. Displayed and discussed lumen calculations.
- Bus parking would be further away from Cottonwood Ranch than the main building
- Bus canopies would be low with lighting underneath.
- National Transit Standards require security fencing.
- The proposal includes a 6-foot high chain link fence with manual entrances.
- Landscaping would screen the facility from Cottonwood Ranch.
- The taller main building and the lower office building would probably expand in the future.
- Showed a site plan and a site traffic- circulation plan.
- Showed elevations on the screen and on a display board.
- The building would be stock metal with design elements added.
- There would be varied volumes and colors. The presenters circulated metal color chips.
- The building would be LEED where possible with a white roof.
- Bus traffic would be at low (nearly idle) speed.
- Other noise producing activities would occur in the maintenance bay with the doors closed.
- Landscaping is a tremendous sound buffer.
- Work hours would be daylight hours – no nighttime work.

Discussion between the Board, staff, and the applicants revealed the following.

- The sidewalk would be installed from Mingus to the first driveway. The project is not part of a subdivision so the sidewalk is not required. Furthermore, Public Works' intent is to discourage foot traffic beyond the gate.
- Contractors Road/Happy Jack Road would be rebuilt to the same grade level.
- Irrigation would be drip irrigation with reclaimed water.
- The monument sign would go through the sign permit process.
- The applicants did not go door-to-door in Cottonwood Ranch but did go there to view the site from the perspective a resident at Cottonwood Ranch would have.
- Cottonwood Ranch residents were notified of the public hearing on the project and no one came.
- The project and Cottonwood Ranch are at about the same elevation and there would be an 8-foot high vegetation screen.
- Planned to use lights on the building to avoid poles as much as possible.
- The City Council approved a 50-year lease of the land to NAIPTA.
- NAIPTA would own the building.
- Bus traffic – currently Sedona Road Runner parks two trolleys on the property.
- There are currently nine busses traveling up and down Mingus Ave. from 7:00 a.m. to 6:30 p.m. That could expand in the future.
- If they expand, there would not be more busses out of this facility. There would be strategies such as using Garrison Park as a Park-and-Ride.
- Insulated glass tinted bronze or gray would be used.
- There would be operable windows in the office but the front windows would be fixed.
- Raymond Cox suggested using high windows in the maintenance bay that could be operated manually.
- The maintenance bay would operate with the main door open in comfortable weather.
- Evaporative cooling would cool the bay.
- There would be no equipment on the roof.
- No water catchment system is planned. There would be guttering and a surface drainage system where water would run on the surface to the planted areas and down to the detention area.
- There was discussion about future expansion and David Grigsby acknowledged that they would have to come back through the process.
- They would have energy calculations but the engineering is not available yet.
- The pre-manufacture trellis shown on the plans is an economical way to announce the entrance to the building.
- The backflow device for the sprinkler system would be in the riser room. The domestic device would be at street level and behind a screened enclosure.

Director Gehlert talked about the following.

- Building elevations.
- This would be an industrial building in an industrial zone. However, it is near a newer subdivision.
- Public Works Director Costello expressed concern about the reflectivity of the white roof near the airport.

Chairperson Backus defended the roof saying the hangar roofs are white; it is economical with character; would be difficult for Cottonwood Ranch to see the building because of the wash and

the vegetation. Mr. Backus also said the building is only for the City's use, we need the busses, and the proposal is as good as can be done with a metal structure.

Commission members discussed the need to make columns bigger and that the building is far enough off the road that river rock is not necessary.

Director Gehlert inquired about the height of the carport. David Grigsby said it is 14 feet. Mr. Gehlert asked if the drop-down fluorescent fixtures could be seen from the nearby houses. Mr. Grigsby said they could not because of the elevations.

Another topic discussed was security lighting. NAIPTA requires security lighting but it would be reduced lighting at night.

David Grigsby showed samples of the steel panels.

The Board suggested that the applicant use coated chain link on the fencing if the cost is not prohibitive.

Motion: ***To approve DRB 08-049 with the following four stipulations.***

- 1. That development conforms to the site plan dated 9/25/08, landscape plan dated 9/23/08, elevations dated 9/25/08, materials displayed at the hearing and detailed under Tab 12 of the submittal binder, and colors per chips displayed and depicted under Tab 13 of the submittal binder.***
- 2. That all Code Review comments from the meeting held on September 16th 2008 be addressed.***
- 3. That all exterior lighting conforms to Section 408 of the Zoning Ordinance with regard to shielding, lumen count, and fixture type. Mercury vapor fixtures are not permitted.***
- 4. That all signage is approved by staff and properly permitted.***

Moved by: ***Charley Anderson***

Second: ***Raymond Cox***

Vote: ***Motion carried unanimously.***

Discussion regarding proposed revisions to the City of Cottonwood Zoning Ordinance, Section 407.Landscaping Requirements relating to "Specific Tree and Plant Guide, Water Conservation program, and Recommended Plant List for Cottonwood."

Director Gehlert presented revisions to the plant list and explained the proposal. He said it was for information only and no action was needed. The proposal would go to the Planning and Zoning Commission and the City Council. There was discussion about using reclaimed water for irrigation and EPA's opposition to it because EPA does not distinguish between "effluent" and "reclaimed" water. Diane Lovett talked about building trails along washes. Raymond Cox suggested building dikes to make a pond of reclaimed water up hill.

Board Discussion

▪ **Future agenda items**

Director Gehlert said the proposed River Community Fellowship church facility would be on the next DRB agenda.

▪ **Miscellaneous**

Director Gehlert talked about the proposed Northern Annexation and highlighted that a citizen committee is being assembled to study the State Trust and Forest Service lands. The purpose of the annexation is to encourage development of SR 89A frontage property and to make an economic center. Development would over 20-50 years. He invited Board members to participate.

Diane Lovett talked about trails and volunteered to sit on a committee.

Adjournment

Chairperson Backus adjourned the meeting at 3:29 PM.

Minutes prepared by Carol Hulse, Planning Technician

Date Approved _____